

ALATEEN COORDINATOR – JOB DESCRIPTION

JOB-SPECIFIC RESPONSIBILITIES

The Alateen Coordinator:

1. Must be certified as an Al-Anon Member Involved in Alateen Service (AMIAS).
2. Attends four Area meetings per year (AWSC and Assembly). Be prepared to attend the entire meeting. Prepares a written report for, and gives updates at the microphone at, each meeting.
3. Is a voting member of the Area World Service Committee, and serves on thought or tasks forces for the Area. These can be focused on Alateen or on other Area topics.
4. Serves as the contact person for anyone interested in Alateen in our Area, whether wanting to serve as an AMIAS, starting an Alateen group, expressing concerns about an existing group or with general questions about Alateen. The Coordinator assists in answering questions and reasoning things out with AMIASs, District Representatives, and Area Trusted Servants regarding difficult situations or group issues.
5. Participates in communication opportunities with WSO and through AFG Connects with other Alateen Coordinators in the fellowship.
6. Communicates WSO and Area Alateen information to District Representatives, District Alateen Chairpersons, and AMIASs.

The Alateen Coordinator communicates regularly with the Area AAPP:

7. to review all Area Alateen Guidelines and Forms and brings changes and updates to the AWSC.
8. to facilitate AMIAS Training and Certification F R E S H Events (Forms Resources Experience Strength & Hope) and updates the Alateen Training Modules as needed. Will keep a record of AMIAS' training.
9. to coordinate with Districts supporting Alateen Conferences, Roundups and Alateen participation in Area Al-Anon events.

